

APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Planning and Public Affairs Public Information Division 401 W. Peachtree Street Atlanta, Georgia 30365		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed AUG 28 1981 81-399 SEP 10 1981	
4. Person to Contact M. Holloway/Ellen Hartman		5. Working Title X	6. Telephone Number 586-5156
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest Latest 1973 Present	9. Records Series Title (followed by title used in office, if different) Rider's Digest		
10. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Public Information serves as the public information advisor to the MARTA Board, the General Manager, Assistant General Managers, and general MARTA staff as required; develops and maintains a public information program for MARTA about bus and rail operations, rail construction and start-up programs; maintains an internal communications program to keep employees informed, aware, and knowledgeable; develops specific public information projects and ceremonies designed to highlight MARTA activities; supports other MARTA staff agencies on an as-required basis; and maintains a transit schedule information service.			
11. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: the only regularly published public newsletter for MARTA passengers. <u>Rider's Digest</u> is the "modernized" version of its predecessor, <u>Two Bells</u> , which was published for transit passengers since the beginning of transit in Atlanta. Included are: Copies of the actual <u>Rider's Digest</u> as published. File is arranged: Chronologically by year; then by month.			
12. Monthly Reference Rate How often are records referred to which are: One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ?			
13. Annual Rate of Accumulation of Records Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
		d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

15. Retention Requirements

The following requires the series to be kept:

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|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Would like to maintain one copy of each Rider's Digest published for permanent retention for future administrative need and reference.

16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) _____

These instructions apply to all prior and future accumulations of the series

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS	
Approved _____ Department Records Management Officer Date 8/5/81	Approved _____ Legal Counsel Date 8-11-81
Approved _____ Division Head/Designee Date 8/4/81	Approved _____ Division of Admin Date 8-13-81
Approved _____ Department Head/Designee Date	Approved _____ Department of Archives and History Date
Approved _____ Records Management Analyst Date 8/5/81	Approved _____ MARTA Management Advisory Committee Date 9-30-81